2024 Professional Development Abstract Submission Guidelines

The Association of Child Life Professionals (ACLP) professional development offers unparalleled educational and networking experiences. These educational opportunities provide ideas on innovative resources and best practices in child life and related fields. ACLP invites presentation proposals on issues that relate to the child life profession. Anyone wishing to present at the ACLP Conference or an ACLP Webinar in 2024 should submit their abstract through the online Call for Submissions. Submissions via email or fax will not be considered.

Submission Process & Criteria

The ACLP Call for Submissions is designed to elicit information necessary to review content and organization of proposed presentations. Members of the Conference Planning Committee as well as Abstract Reviewers will review the submissions, score, and recommend submissions to be selected.

Each abstract is rated according to:
- **Quality of Content** - Evaluation of background/literature review, purpose and strength of the objectives; clearly articulated methodology and outcomes as well as relevance to child life practice.
- **Quality of Abstract Organization** - Abstract is readable and understandable with clearly stated lines of logic from one thought to the next.
- **Quality of Writing** – the submission is written in conformity with APA 7.0 guidelines and follows standard grammatical rules, has clarity, correct sentence structure. In addition, the following requirements must be met in order for the abstract to be considered for review:
  - The abstract section must be blinded. Presenters and institutions must NOT be identified by name or description in the abstract\. Please do not use a specific program name that is attributed to your organization. Please use "this author", "this program", and "this hospital" in your submission to avoid naming yourself, your institution, or your program. If you, your institution, or program is named in the submission, your abstract may not be reviewed.
  - Each submission must be written in the third person (e.g. Child life specialists use play to communicate with children in the medical setting.).
  - Presentations must not attempt to sell or promote any product or service at any time.
  - The reference list as well as in-text citations must adhere to the format outlined by APA 7.0.
    - Please note there are several resources available to help you in writing your abstract to follow APA 7.0 writing guidelines:
      - APA Website
      - Purdue Writing Lab Website

Submission Topic Areas

We welcome submission topics that align with the child life core competencies. Abstracts related to the assessment domain, child life in military settings, advocacy centers, burnout and mental health, working with interpreters, topics related to DEI, emotional safety are strongly recommended. Presenters are encouraged to be collaborative and inclusive.

Steps to Creating an Abstract Submission:

1. Create an account or log in to the [ACLP abstract submission site](#)
2. Select the "Click here to begin a new abstract"
3. Type in the title of the abstract submission
4. Fill out the four segments of the abstract (presenter info, abstract info, learning objectives, and upload task)
    a. Presenter Info: please include the demographic information for ALL the presenters included in the presentation. Required fields include: first name, last name, email address, title, credentials
    b. Abstract Info: fill out reach required question in the abstract info section:
        i. Title
        ii. Suggested Domain (can select more than one)
        iii. Presentation format you would like to present (can select more than one)
        iv. Presentation Length (can select more than one)
        v. Brief Description of your presentation (2-3 sentences max that state the purpose of the session)
        vi. Introduction: Provide any relevant background information regarding your session content
        vii. Description: Provide a full description of the session
        viii. Outcome: What will attendees takeaway from this presentation
        ix. Relevance: How is this topic relevant to child life
        x. References: please include any relevant references formatted in APA 7.0
    c. Learning Objectives: list 3-5 learning objectives that describe what attendees will know or be able to achieve at the conclusion of this presentation
    d. Upload Task: this tak is NOT required for submission; however, it is a place to upload any relevant handouts, videos, etc that you plan to include in your presentation that would be helpful for reviewers to have access to while they are reviewing.
        i. If you do NOT have any materials to upload, select the "Opt Out from Uploading Documents" button at the top and select Continue
5. Select Save Submission
6. When you are ready to submit, select the Submit button

Deadline: Proposals must be sent to ACLP through the online submission process, open from July 1 – July 31, 2023. Late submissions will not be accepted

Questions? Email [conference@childlife.org](#).